

Sustainable Groundwater Management Act Portal

Monitoring Network Module

Sustainable Management Criteria Data Submittal Process

User Manual



**SGMA Portal Monitoring Network Module
Sustainable Management Criteria Data Submittal Process**

1. User Manual Purpose and Process Overview

This User Manual describes the processes for Groundwater Sustainability Agencies (GSA) to submit sustainable management criteria (SMC) data to the Sustainable Groundwater Management Act (SGMA) Portal. At this time, GSA's will load minimum thresholds, measurable objectives, and interim milestones for the chronic lowering of groundwater levels sustainability indicator for groundwater wells (wells) associated with their Groundwater Sustainability Plan (GSP) in the Monitoring Network Module (MNM) of the SGMA Portal.

Users must first log in to the SGMA Portal and navigate to the MNM (<https://sgma.water.ca.gov/SgmaWell/>). From there, users enter SMC either for an individual well or for multiple wells via a batch import process. Table 1 includes the names and descriptions of the SMC field names associated with the submittal process.

Table 1. Sustainable Management Criteria Field Names and Descriptions

Field Name	Field Description
Site Code	The unique site code created for the well by the Monitoring Network Module or CASGEM.
Start Date*	The initial date of GSP implementation, as defined by the GSA, commonly the GSP adoption or submittal date.
5/10/15-Year Interim Milestone	The target groundwater elevation, reported to an accuracy of at least 0.1-feet relative to NAVD88, associated with the well's Interim Milestones.
5/10/15-Year Interim Milestone Date*	The Interim Milestone date, calculated from the Start Date.
Measurable Objective	The target groundwater elevation, reported to an accuracy of at least 0.1-feet relative to NAVD88, associated with the well's Measurable Objective.
Measurable Objective Date*	The Measurable Objective date, calculated from the Start Date.
Minimum Threshold	The target groundwater elevation, reported to an accuracy of at least 0.1-feet relative to NAVD88, associated with the well's Minimum Threshold.
Sustainable Management Criteria Comments	Any comments associated with the well's SMC date. If no Interim Milestone data was provided this field is required.



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2. Submit SMC Data to an Individual Well

This section outlines the process for submitting SMC data to an existing MNM well via the well's Well Information page on the MNM List of Wells (<https://sgma.water.ca.gov/SgmaWell/well/list>) page.

1. Click the Groundwater Wells icon. The Groundwater Wells page opens.

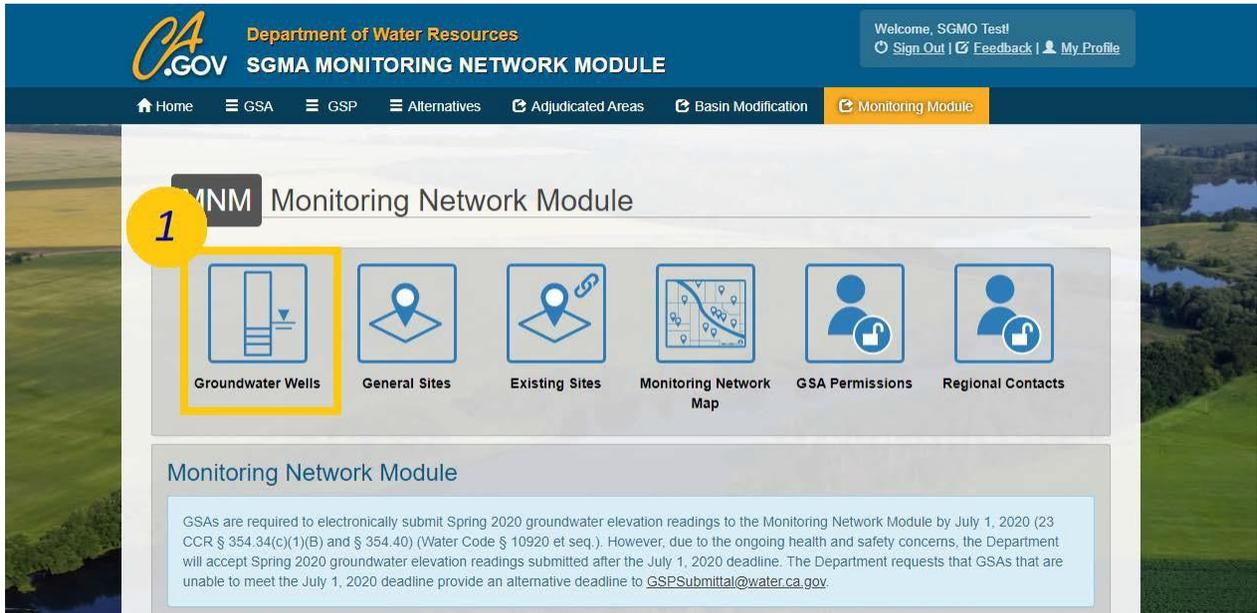


Figure 1. Screenshot of the Monitoring Network Module homepage highlighting the Groundwater Wells icon

2. Click the View/Edit My Wells icon. The List of Wells page opens.

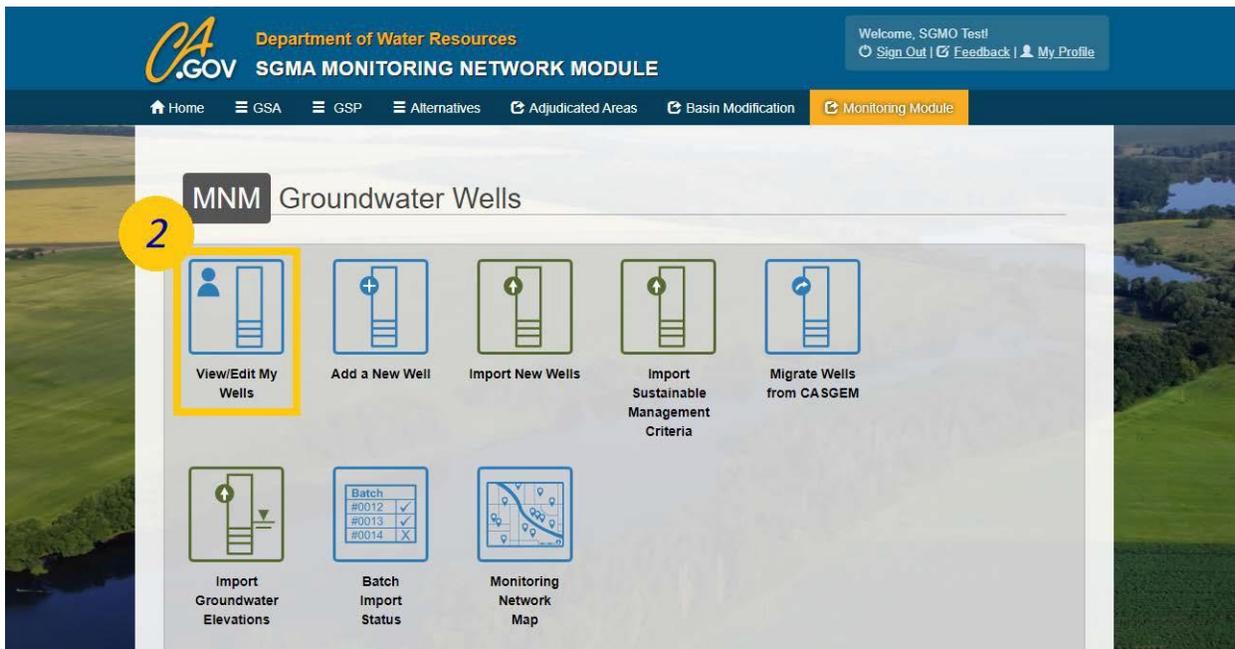


Figure 2. Screenshot of the Groundwater Wells homepage highlighting the View/Edit My Wells Icon



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3. Select the desired well's Site Code. The desired well's Well Information page opens.

The screenshot shows the 'List of Wells' page. At the top, there are navigation links for Home, GSA, GSP, Alternatives, Adjudicated Areas, Basin Modification, and Monitoring Module. Below the navigation, there are buttons for 'Add a New Well' and 'Import New Wells'. The main content area features filters for 'Filter by GSA' (All Associated GSAs), 'Filter by Basin' (All Basins), and 'Filter by GSP' (All GSP). A search bar is also present. The table below lists wells with the following columns: Site Code, Local Well Name, Basin Number, Monitoring Network Type, and Well Depth. The well with Site Code '363840N1197762W001' is highlighted with a yellow box and a red circle containing the number 3.

Site Code	Local Well Name	Basin Number	Monitoring Network Type	Well Depth
389918N1215772W001	13N04E07E001M	5-021.61 South Yuba	SGMA	
390201N1214765W001	14N04E36G001M	5-021.61 South Yuba	SGMA	
363840N1197762W001	18S20E11D	5-022.12 Tulare Lake	SGMA Representative	773
363052N1198438W001	19S20E06C001M	5-022.12 Tulare Lake	SCMA	545
363053N1198438W001	19S20E06L001	5-022.12 Tulare Lake	SGMA Representative	707
362942N1198432W001	19S20E07F001M	5-022.12 Tulare Lake	SGMA Representative	
362960N1197757W001	19S20E11C	5-022.12 Tulare Lake	SGMA	505
362667N1198352W001	19S20E19A001M	5-022.12 Tulare Lake	SGMA Representative	776
361744N1198196W001	20S22E19J001M	5-022.12 Tulare Lake	SGMA Representative	1150
361381N1198482W001	20S22E36R001M	5-022.12 Tulare Lake	SGMA Representative	350
359300N1194810W001	23S23E15M001M	5-022.12 Tulare Lake	SGMA Representative	

Figure 3. Screenshot of the List of Wells page highlighting the desired well's Site Code

Note: SMC data may only be submitted to SGMA Representative wells with the Groundwater Levels Sustainability Indicator selected. If your GSP established SMC for all wells and no representative monitoring network was established, then all wells are deemed SGMA Representative within the MNM.

4. Click the Sustainable Management Criteria tab to view the SMC data fields.

The screenshot shows the 'Well's Information' page. It includes several sections: 'Elevation Method' (Unknown), 'Elevation Accuracy' (Unknown), 'Additional Information' (Well Location Description, Additional Comments: KRWQC00085, Additional Documents), 'Well Depth' (773), and 'Do you have well construction data?' (Yes/No). The 'Sustainable Management Criteria' tab is highlighted with a yellow box and a red circle containing the number 4.

Figure 4. Screenshot of the Well's Information page which has been scrolled down to highlight the Sustainable Management Criteria Tab



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5. Fill in all fields; if Interim Milestones were not defined an explanation is required in the Comments field.

6. Click the Update Well button.

The screenshot shows a web form with the following sections:

- Groundwater Elevation** (header)
- Sustainable Management Criteria** (main section, highlighted with a yellow box and a yellow circle with the number 5):
 - Start Date (input field)
 - 5 Year Interim Milestone Date (input field)
 - 10 Year Interim Milestone Date (input field)
 - 15 Year Interim Milestone Date (input field)
 - Measurable Objective Date (input field)
 - Minimum Threshold (input field, unit: feet)
 - 5 Year Interim Milestone (input field, unit: feet)
 - 10 Year Interim Milestone (input field, unit: feet)
 - 15 Year Interim Milestone (input field, unit: feet)
 - Measurable Objective (input field, unit: feet)
 - Comments (text area)
- Well Permissions** (header)
- Update Well** (button, highlighted with a yellow circle and the number 6)

Figure 5. A screenshot of the Sustainable Management Criteria tab highlighting the data fields and the "Update Well" button



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3. Submit SMC Data Using the Batch Import Process

This section outlines the process for submitting SMC data to multiple existing MNM wells via the Import Sustainable Management Criteria (<https://sgma.water.ca.gov/SgmaWell2/well/upload/smc>) on the MNM.

1. Click the Groundwater Wells icon. The Groundwater Wells page opens.



Figure 6. Screenshot of the Monitoring Network Module homepage highlighting the Groundwater Wells icon

2. Click the Import Sustainable Management Criteria icon. The Import Sustainable Management Criteria for Existing Wells page opens.

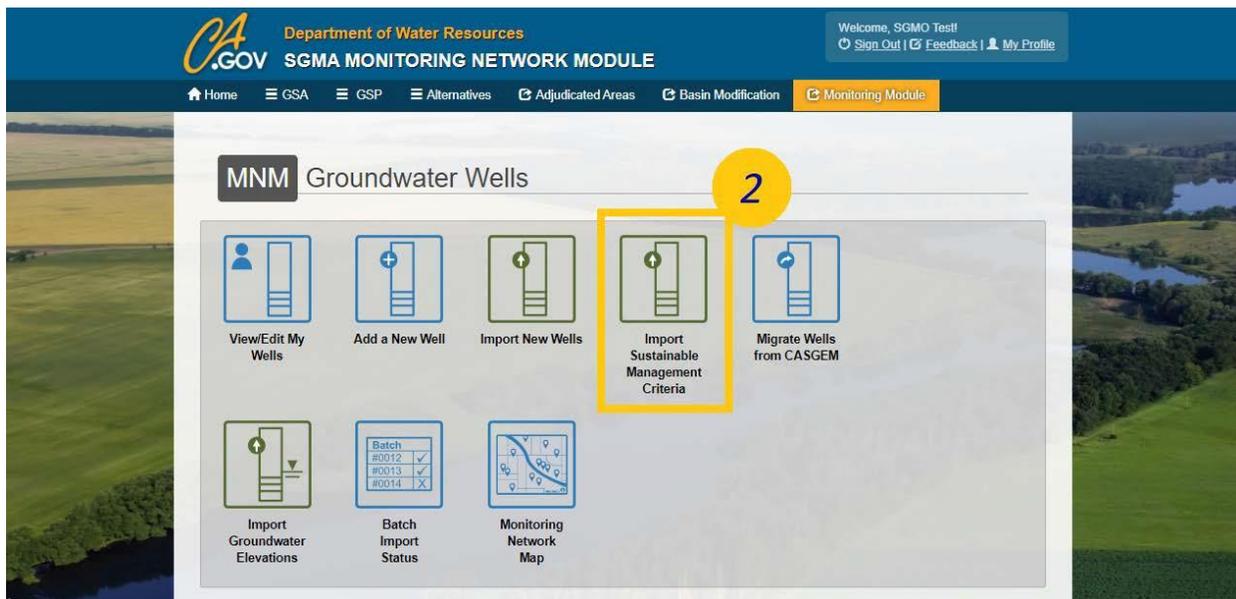


Figure 7. Screenshot of the Groundwater Wells homepage highlighting the Import Sustainable Management Criteria Icon



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3. Click the Download Excel Template button. Open the Excel Template once downloaded.

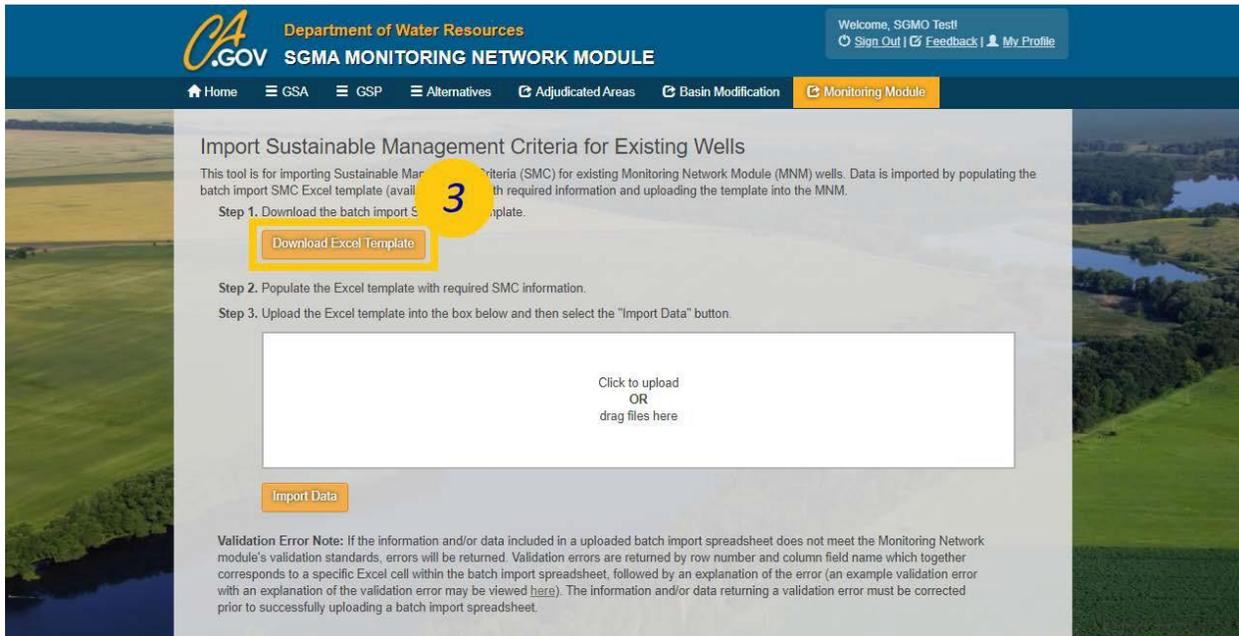


Figure 8. Screenshot of the Import Sustainable Management Criteria for Existing Wells Page highlighting the Download Excel Template button location

4. Fill in all required fields.

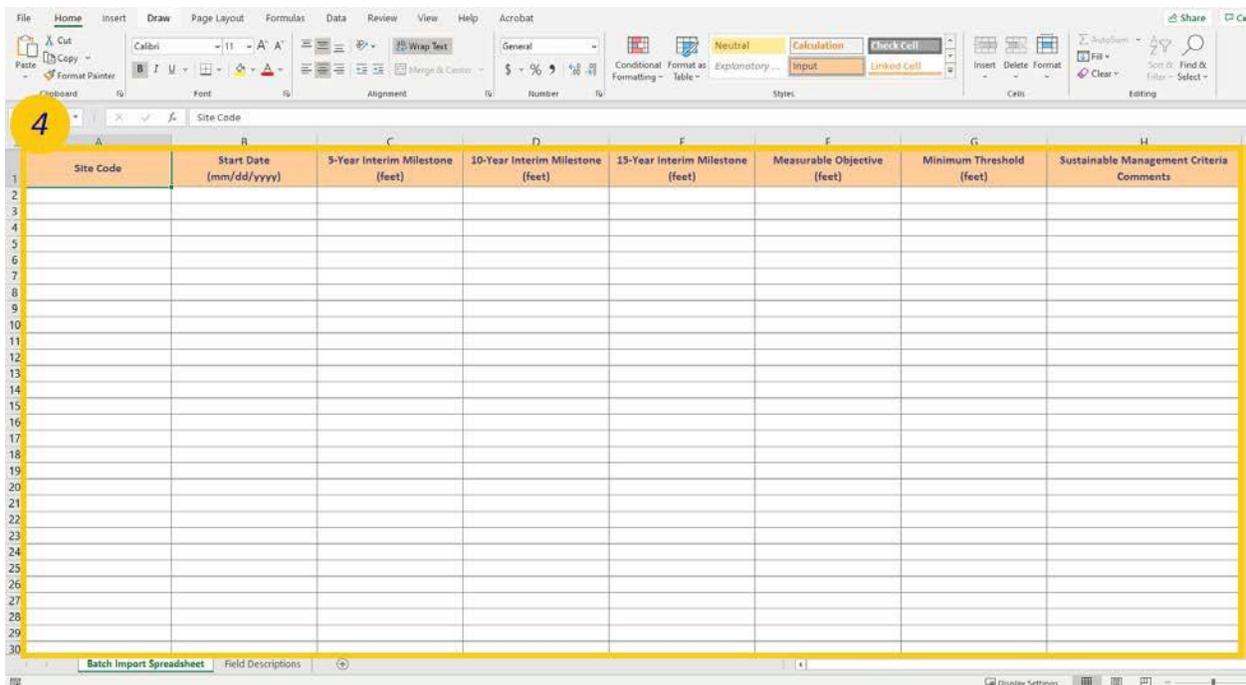


Figure 9. Screenshot of the batch import SMC Excel template

Note: To associate SMC data to a MNM well, enter the desired well's Site Code as listed on the List of Wells page. If SMC data is imported for a SGMA Monitoring Network Type well, it will subsequently be converted to SGMA Representative within the MNM.



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5. Upload the populated Excel Template file to the dotted box in the window.

6. Click the Import Data button.

If successful, a Success window will open. If unsuccessful, an Import Not Successful window will open with the validation errors listed by Excel row number and column name. If import is not successful, correct the validation errors, and reattempt to import the data.

CA.GOV Department of Water Resources
SGMA MONITORING NETWORK MODULE

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Import Sustainable Management Criteria for Existing Wells

This tool is for importing Sustainable Management Criteria (SMC) for existing Monitoring Network Module (MNM) wells. Data is imported by populating the batch import SMC Excel template (available below) with required information and uploading the template into the MNM.

Step 1. Download the batch import SMC Excel template.

[Download Excel Template](#)

Step 2. Populate the Excel template with required SMC information.

Step 3. Upload the Excel template into the box below and then select the "Import Data" button.

Click to upload
OR
drag files here

[Import Data](#)

6 Error Note: If the information and/or data included in a uploaded batch import spreadsheet does not meet the Monitoring Network validation standards, errors will be returned. Validation errors are returned by row number and column field name which together corresponds to a specific Excel cell within the batch import spreadsheet, followed by an explanation of the error (an example validation error with an explanation of the validation error may be viewed [here](#)). The information and/or data returning a validation error must be corrected prior to successfully uploading a batch import spreadsheet.

Figure 10. Screenshot of the *Import Sustainable Management Criteria for Existing Wells* page highlighting the Excel Template upload box and the Import Data button



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4. Request to Edit SMC Data

This section outlines the process for submitting a request to the Department to edit a well's SMC data. Requests may be associated with editing SMC data due to submittal errors, updates to SMC values in response to GSP implementation, or other situations. As a result, when submitting requests to edit ensure the explanation in the reason for edit field makes note of the rational.

1. Click the Groundwater Wells icon. The Groundwater Wells page opens.



Figure 11. Screenshot of the Monitoring Network Module homepage highlighting the Groundwater Wells icon

2. Click the View/Edit My Wells icon. The List of Wells page opens.

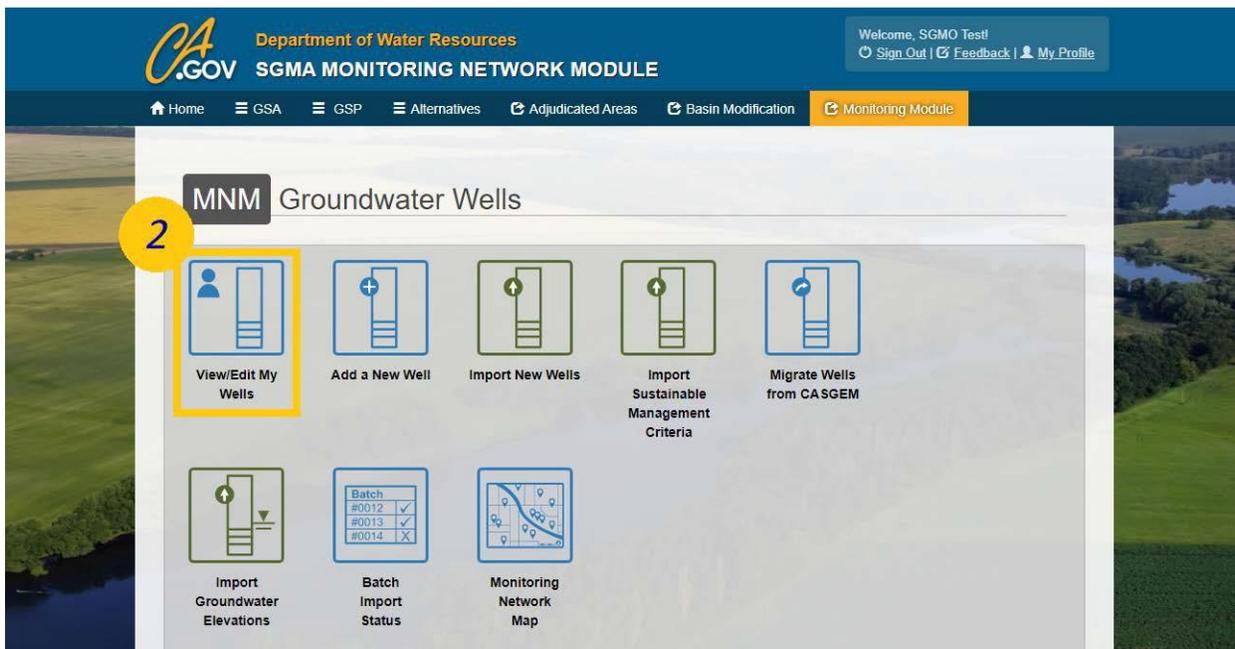


Figure 12. Screenshot of the Groundwater Wells homepage highlighting the View/Edit My Wells Icon



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3. Select the desired well's Site Code. The desired well's Well Information page opens.

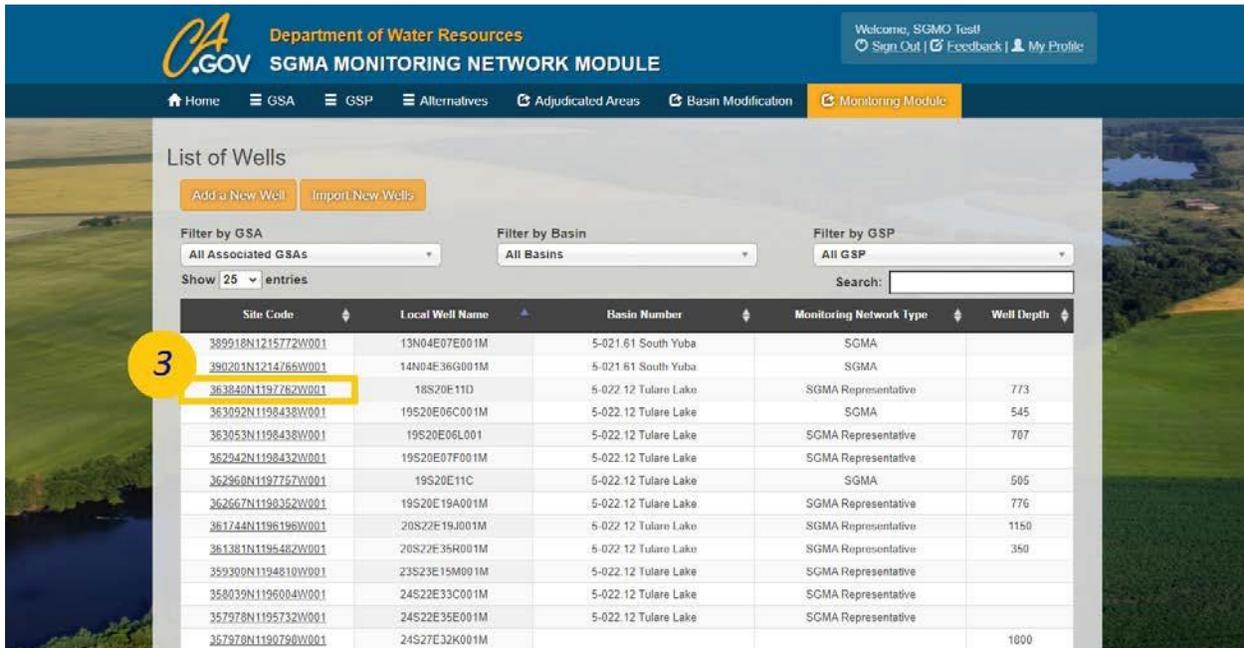


Figure 13. Screenshot of the List of Wells page highlighting the desired well's Site Code

4. Click the Sustainable Management Criteria tab to expand the section and view the related SMC data fields.

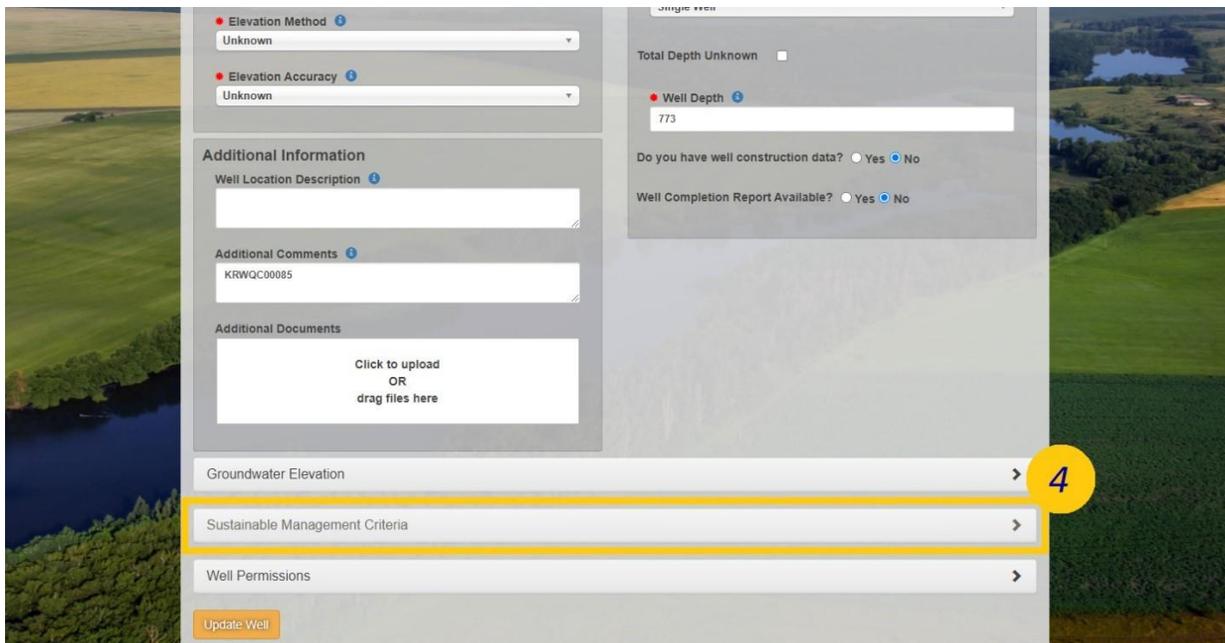
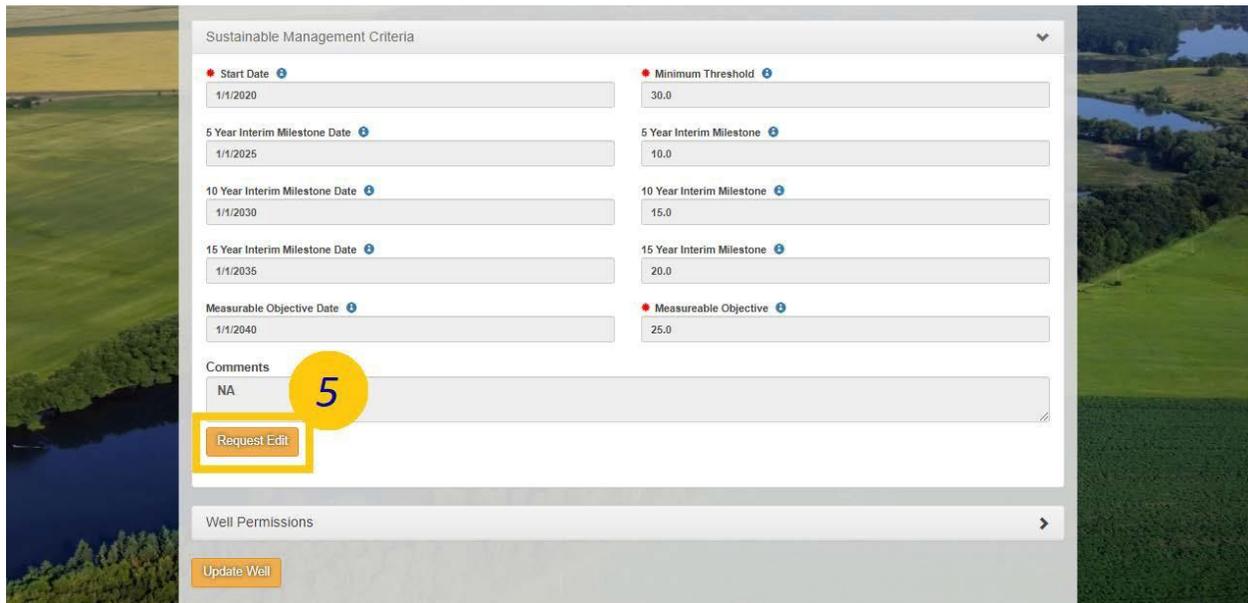


Figure 14. Screenshot of the Well's Information page which has been scrolled down to highlight the Sustainable Management Criteria Tab.



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5. Click the Request to Edit button. The Request to Edit Sustainable Management Criteria Form opens.



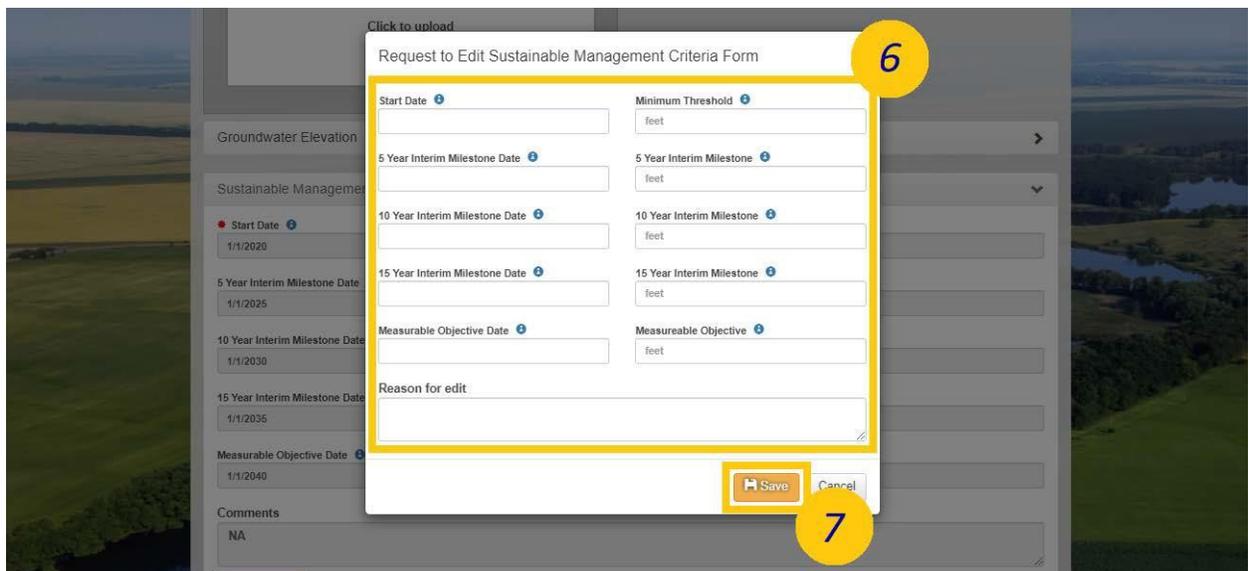
The screenshot shows the 'Sustainable Management Criteria' form. The form contains several input fields for dates and milestones, and a 'Request Edit' button highlighted with a yellow box and a yellow circle containing the number 5. The form also includes a 'Comments' field with 'NA' entered, a 'Well Permissions' dropdown, and an 'Update Well' button.

Field	Value
Start Date	1/1/2020
Minimum Threshold	30.0
5 Year Interim Milestone Date	1/1/2025
5 Year Interim Milestone	10.0
10 Year Interim Milestone Date	1/1/2030
10 Year Interim Milestone	15.0
15 Year Interim Milestone Date	1/1/2035
15 Year Interim Milestone	20.0
Measurable Objective Date	1/1/2040
Measurable Objective	25.0
Comments	NA

Figure 15. Screenshot of the Sustainable Management Criteria Tab highlighting the Request Edit button

6. Provide a reason for the edit request and fill in the fields with updated SMC data. Only fill in the fields which are affected by the request.

7. Click the Save button.



The screenshot shows the 'Request to Edit Sustainable Management Criteria Form' pop-up window. The form contains several input fields for dates and milestones, and a 'Reason for edit' field. The 'Save' button is highlighted with a yellow box and a yellow circle containing the number 7. The number 6 is also present in a yellow circle near the top right of the form.

Field	Value
Start Date	
Minimum Threshold	feet
5 Year Interim Milestone Date	
5 Year Interim Milestone	feet
10 Year Interim Milestone Date	
10 Year Interim Milestone	feet
15 Year Interim Milestone Date	
15 Year Interim Milestone	feet
Measurable Objective Date	
Measurable Objective	feet
Reason for edit	

Figure 16. Screenshot of the Request to Edit Sustainable Management Criteria Form pop-up window highlighting the fields and the save button.

8. Once the Department has reviewed the request, an email will be sent to the SGMA Portal user which submitted the request stating whether the request was approved or denied.

